

# **Quarterly Progress Report #1**

For the project entitled:

## **Automated Cost Recovery: A Feasibility Study**

*Reporting Period: October 1-December 31, 2006  
(Second Quarter of State Fiscal Year 2007)*

Submitted by:

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Submitted to:

**Montana Department of Transportation**

Research Programs  
2701 Prospect Avenue  
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### **Task 0: Project Management**

During this quarter, the Kick-off meeting for the project was held on November 9, 2006. The meeting included members from the Technical Committee, Audrey Allums (MDT) the Chair of the Committee, and Craig Abernathy (MDT), the Project Manager. An undergraduate student (Amanda Jorgenson) and Richard Hodges, a consultant, are part of the team that WTI assembled for this project.

### **Task 1: Review Automated Cost Recovery Systems in the Transit Industry**

A literature review is being conducted to determine the state of the practice in the transit industry in relation to automated cost recovery systems and electronic fare payment methods.

#### Action Items for next quarter:

- Continue review

### **Task 2: Review Current Applications in Montana**

A data collection tool is being devised to determine what technologies already exist within the State that could potentially be leveraged to create an automated cost recovery application.

#### Action Items for next quarter:

- Finalize data collection tool and distribute

### **Task 3: Conduct a Requirements Analysis**

A data collection tool is being developed that will document payment methods, invoicing/reporting requirements and other business practices from transportation providers to determine what elements of a cost recovery system are necessary, based on existing business practices.

#### Action Items for Next Quarter:

- Finalize data collection tool and distribute

### **Task 4: Review ADA Issues Related to Automated Cost Recovery Technologies**

#### Action Items for Next Quarter:

- Begin task (middle of March)

### **Task 5: Develop a Cost/Benefit Analysis**

#### Action Items for Next Quarter:

- Begin task (middle of March)

**Task 6: Create an Implementation Plan**

This task is scheduled to begin June 2007.

**Task 7: Draft and Final Report & Project Summary Report**

Draft report to be sent for review by November 1, 2007

Final report and Project Summary Report to be completed by December 31, 2007

**Summary of Expenditures**

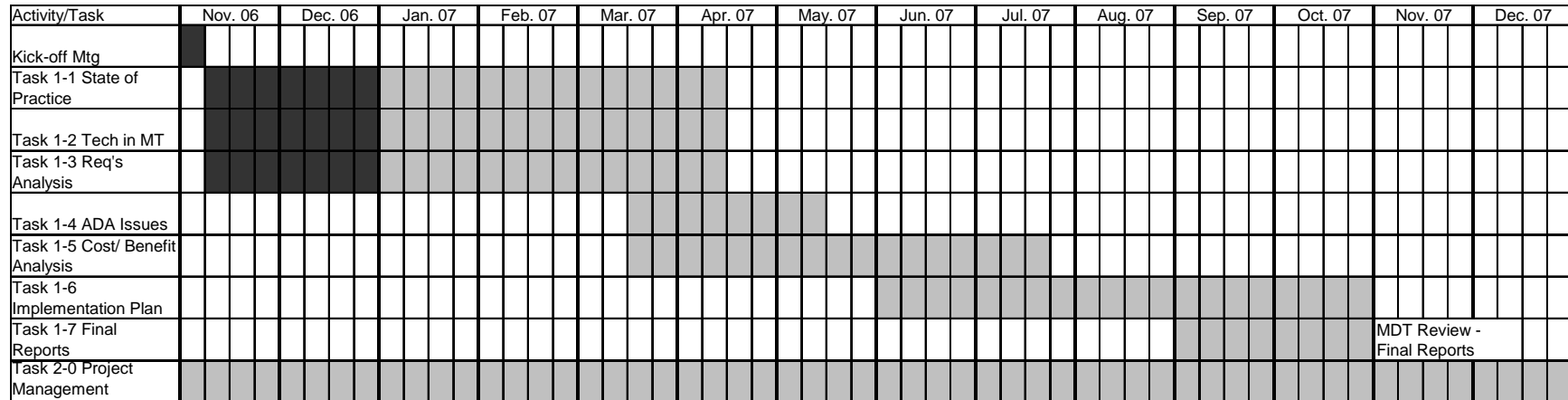
Table 1 summarizes the expenditures on this project through December 31, 2006. Expenditures during the second quarter were \$1,096, leaving \$105,004 for the remainder of the project.

**TABLE 1. Summary of Expenditures**

Budget Category	Budgeted Funds	Spent This Period	Total Total Spent	Total Remaining
Labor	\$46,157.00	\$835.80	\$835.80	\$45,321.20
Subcontract	\$39,600.00	\$0.00	\$0.00	\$39,600.00
Travel	\$2,375.00	\$77.60	\$77.60	\$2,297.40
Operations/Comm.	\$220.00	\$0.00	\$0.00	\$220.00
Indirect	\$17,748.00	\$182.68	\$182.68	\$17,565.32
<b>Totals</b>	<b>\$106,100.00</b>	<b>\$1,096.08</b>	<b>\$1,096.08</b>	<b>\$105,003.92</b>
MDT Funds	\$53,050.00	\$1,096.08	\$1,096.08	\$51,953.92
WTI Funds	\$53,050.00	\$0.00	\$0.00	\$53,050.00
<b>Totals</b>	<b>\$106,100.00</b>	<b>\$1,096.08</b>	<b>\$1,096.08</b>	<b>\$105,003.92</b>

### Project Schedule Summary

A summary of the project status is shown in Figure 1. As noted earlier, the project kick-off meeting was held on November 9, so most of the work on the project is ahead of us.



**FIGURE 1: Project Schedule with Completed Work**